



## Dealer Requirements Functionality

When a dealer is missing requirement(s), a red **Missing Requirements** warning message displays in their Account panel.

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

**Dealer**  
ABC DEALER  
100 W MAIN ST  
DEWITT MI 48820-8945 CLINTON COUNTY

**Account**  
B209550  
Balance  
**\$0.00**  
**Missing Requirements**

- > Issue a BFS-4
- > Sign up for training
- > Electronic Lien and Title Actions
- > Manage Bank Accounts
- > More...

To view and update the missing requirement(s):

1. Select the **More...** hyperlink.
2. Select the **Dealer Requirements** hyperlink under the Validation section.
  - a. Dealers can also select the **View Requirements** hyperlink under the Information section.
3. The Requirements table is displayed. The table lists the requirements, the corresponding expiration date, whether the requirement is in compliance, and a hyperlink to update the requirement, if needed.

Requirements			
Requirement	Expiration/Alert	Satisfactory	
Fleet Insurance	31-Dec-2022	<input checked="" type="checkbox"/>	<a href="#">Update</a>
Repair Facility Requirement	30-Dec-2021	<input checked="" type="checkbox"/>	<a href="#">Update</a>
Surety Bond		<input checked="" type="checkbox"/>	<a href="#">Update</a>

4. Select the **Update** hyperlink for the missing requirement.
5. The corresponding activity opens. Complete the activity to comply the requirement.

**Note: Dealers can only complete the BFS-4 and Dealer License Renewal activities until all requirements are met.**